

# PROJECT MEETING MINUTES

**Project Group:** Three Phase

**Project Title:** Excitation Control for Synch Generator

**Meeting Objective:** Identify project specifications.

**Date:** 09/24/2014

**Time:** 1:20 PM

**Location:** BEL Power Lab

**Facilitator:** Jacob Nelson

**Minutes:** Kerri McGinty

## Preparation Requirements:

1. Please Review: Interview/Meeting Questions

## AGENDA ITEMS

1. Client Meeting:
  - a) Discuss Budget with SEL sponsors.
    - Our budget is between \$5,000 and \$6,000
  - b) Discuss Project outline/requirements/specifications.
    - Will discuss further after meeting with Fred
  - c) Discuss correction loop parameters.
  - d) Discuss end goal cosmetics.
2. Old Business:
  - a) Approve meeting minutes from 9/23/2014
    - Bumped to next meeting
  - b) Discussion with possible action regarding project budget.
    - Our budget is between \$5,000 and \$6,000
3. Discuss client meeting notes and identify project specifications.
4. Develop a preliminary sketch and identify unknown component interactions.
  - Will discuss during the next meeting
5. Agenda items for next meeting.
6. Schedule next meeting. Date: 9/30 Time: 1:00pm Location: GJL 119
7. Additional Comments:
8. Adjourn: Time 3:08pm

Meeting Attendees:

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Jacob  
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Kerri  
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Carlos  
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Minutes Approval:

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